

DEPARTMENT OF REVENUE UPDATE CARD

Use this card to provide notification of changes to sales tax or withholding accounts. Please indicate any changes in the business that will affect your licenses with the Department of Revenue. The license type and number, your taxpayer identification number/social security number and your signature are required to authorize any changes. Please return this form along with your sales tax or withholding return, or mail to License & Registration Section, P O Box 29069, Phoenix AZ 85038-9069. Please note: There is a \$12 fee for status changes 2 or 3 on your Transaction Privilege (Sales) Tax License. Additional fees for city licenses vary by city (\$1 to \$20). You will be billed for underpayment of fees. If you have any questions, please call (602) 542-4576 in Phoenix, or 800-643-6494 toll-free in state.

License number: _____ ☐ Sales ☐ Withholding

1. Name of business: _____

2. Change business name to: _____

3. Change business address to: _____

4. Change mailing address to: _____

5. Business phone: _____ Home phone: _____

6. ☐ Federal Employer Identification Number or ☐ Social Security Number: _____

7. Suspend license: From: _____ To: _____

8. Add or delete city(ies) licensed for: _____

Effective date of change: _____
ADOR 50-4004(5/95)

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IF YOU NEED MORE WITHHOLDING COUPONS, PLEASE CIRCLE THE AMOUNT NEEDED PER QUARTER:

3 6 9 12 15 18 21

TO CANCEL YOUR LICENSE, PLEASE CHECK HERE: ☐

You are requested to return your State Transaction Privilege (Sales) Tax License. Also, please indicate the date you ceased doing business: _____

IF YOU NEED AN APPLICATION FOR A NEW LICENSE, PLEASE CHECK HERE: ☐

New licenses are needed under the following conditions: Business ownership change, to add/delete spouse (sole ownership), to change to partnership/sole owner/corporation or when you change county location of your business sales tax license only).

Signature: _____ Date: _____